

# Running Effective Chapter Meetings

## #1. Meet regularly

Schedule regular meetings

Be consistent with time and place

Keep cancellations to a minimum

## #2. Have an Agenda

Make sure everyone knows what is going on

-An agenda should be prepared for each meeting

Have a set format to your agenda

The agenda should not be a substitute for attending a meeting

It should be a brief and bold summary

## #3. Create a Sense of Belonging

Every person needs to feel welcome and wanted

Contact members regularly

-Always be warm & friendly to them

By doing this, every person feels a sense of belonging and will contribute positively to the team

## #4. Do What You Say, Say What You Do

Always follow through

-Don't let down the other members of your chapter

Also, tell others about the good things your chapter is doing

Be proud!

# **Top 5 Rules of a Good Meeting**

## **#1. Set goals**

This will keep your meeting on-track and productive.

## **#2. Arrange all logistics**

Your meeting space and materials should not be left to last minute, it makes it appear half-finished and unprofessional.

## **#3. Send out announcements, invitations, and reminders for the meeting**

If your members don't know about or remember the meeting, they won't attend, and you will lose out on their input.

## **#4. Be courteous, respectful, and inclusive**

A no-brainer, but important none the less. No members will attend or participate if they do not feel welcome or that their ideas/input is unappreciated.

## **#5. Bring Closure**

Make sure that all business items on the agenda are addressed and completed/scheduled for re-evaluation. Address each of the goals that you established at the beginning of your meeting, were they accomplished?

# Setting the Agenda

## Order of Business/Agenda

1. Call to order
2. Opening ceremony
  - a. Includes reading mission & purpose, roll call, introduction of visitors
3. Reading of previous minutes (Secretary)
4. Officer and standing committee reports (Chair, Treasurer, Others)
5. Special committee reports (Annual Meeting, Field Day, Conferences)
6. Unfinished business
7. New business
8. Announcements
9. Program
10. Adjourn